

**EXECUTIVE DIRECTOR'S  
REPORT TO COMMISSIONERS  
DECEMBER 9, 2004**

**I. BUDGET**

The Commission's FY 2004 revised budget provides a total of \$1,270,686 for the agency (\$1,037,645 in general/state revenue and \$233,041 in federal revenue). The revised budget authorizes 15 full time equivalent (FTE) positions. The revised budget amount is \$104,588 more than enacted and includes \$116,557 to be applied to the negative balance (\$265,694) carried forward into FY 2004.

On August 16, Chief Clerk Betsy Ross and I met with Budget Analyst Theo Toe to discuss FY 2005 (Revised) and FY 2006 budget particulars. (See attached Agency Summary for details of these two budgets.) Mr. Toe indicated that the negative federal fund balance (referred to above) should be eliminated by the end of this fiscal year.

The formal FY 2005 Revised and FY 2006 Budget Requests were forwarded to the Governor on August 19. To obtain or review a copy, please see Betsy Ross.

**II. FEDERAL CONTRACTS**

EEOC – The FY 2005 contract has yet to be determined. To date, according to EEOC Project Director Marlene Toribio, we have closed 54 co-filed cases for EEOC FY 2005.

**HUD – Per our FY 05 HUD contract, the Commission will be compensated for the record 38 co-filed housing cases completed in FY 2004 (\$82,520). For FY 05 (as of 12/8/04), according to HUD Project Director Angela Lovegrove, we have taken in 12 new housing charges, nine (9) of which are co-filed with HUD. In that same period, we have processed 16 housing cases, 15 of which were co-filed.**

### **III. PERSONNEL**

**A Selection Committee convened on December 1 to interview three (3) internal candidates for the Senior Compliance Officer position vacated by Marlene Toribio when she became EEOC Project Director. The Committee consisted of Cynthia Hiatt, Betsy Ross, Dr. Susa and me. Allison Cote was the successful candidate for the position and has been notified.**

**Once Ms. Cote is formally placed in the SCO position, I will complete and submit a Request for Personnel Action to fill the Investigator position she will vacate.**

### **IV. OUTREACH**

**See attached report.**

### **V. GENERAL STATUS**

**&#9679;Meetings with staff members – I continue to meet with**

individual investigative staff members on a monthly basis to monitor case production. In July, I implemented a random “spot check” policy to identify any cases in which action is delayed.

•Case Closures – Refer to attached report. Statistics for the first five months of FY 05 reveal that, despite our staffing shortages, we are AHEAD of where we were this time last year in terms of case processing.

•Aged Cases – Refer to attached report. Progress continues to be made on decreasing the aged caseload. The Commission successfully reduced the aged caseload by 81.2% (from 85 to 16 cases) in EEOC FY 04. Continued progress in this area should result in having no aged cases in investigation within the next 2-3 months.

#### •Fiscal Fitness Project

The Commission has complied with all requests to date in a timely manner.

•Commissioner (Re)Appointments – On November 29, Cynthia and I spoke with Christine DiFillippo, assistant to Deborah Smith (Director of Municipal Affairs and Appointments). She requested the resumes of Commissioners Lowman and Williams. (These were forwarded to her.) She confirmed that the Governor will be reappointing them in January and will appoint Alton Wiley, Jr. to replace Richard Ferland.

**· Miscellaneous**

**-The Performance Audit by the Department of Admin./Bureau of Audits has been completed. Mary Murphy, who conducted the audit, has indicated that the Commission will be presented with a draft report and will be given the opportunity to present written responses regarding any areas of deficiency noted therein.**

**-Thanks to the diligence and creativity of Intern Susan Pracht, the Commission's FY 2004 Annual Report, which was signed by Dr. Susa on December 1, is now being printed. We expect to have copies for distribution by year's end. It is my intention to forward copies of the Annual Report to members of the RI Judiciary as well as to the customary recipients.**

**-Two grievances were filed against the Commission related to 1) interpreting services provided by staff, and 2) payment of Union dues by temporary employees (Jay Flanders and Susan Pracht). The Commission has been notified that both grievances were denied after a third-level hearing (held on October 19).**

**Respectfully submitted,**

**Michael D. Évora  
Executive Director**

## **Attachments**

### **MINUTES OF THE COMMISSION FOR HUMAN RIGHTS- December 9, 2004**

**A meeting of the Commission for Human Rights was held in the agency conference room on Thursday, December 9, 2004. Present at the meeting were Commissioners Iraida Williams, Dr. John Susa and Camille Vella-Wilkinson. Absent were Commissioners Joaquin F. Gomes, Randolph Lowman and Jean Stover. The Chairperson, Commissioner Susa, called the meeting to order at 9:15 a.m.**

**A motion was made by Commissioner Williams to accept the October 28, 2004 minutes. The motion was seconded by Commissioner Vella-Wilkinson and carried.**

**Status Report: Michael D. Évora, Executive Director-**

**A written report was handed out B Attached B New information in bold print**

**Case Production Report B Attached**

**Case Closure Report - Attached**

**Outreach Report - Attached**

**STATUS REPORT B COMMISSIONERS-**

**GENERAL STATUS:** Dr. Susa, Chairperson, would like to meet with the Governor to discuss Commissioner reappointments and the FY 2004 Annual Report. The Annual Report should be available by year=s end; it will be placed on the commission website.

**OUTREACH:** Commissioner Vella-Wilkinson will be working with the Department of Labor to assist unskilled workers in the Job Readiness Program in Woonsocket and Central Falls.

**Commissioner Meeting -2- October 28, 2004**

**STATUS REPORT - LEGAL COUNSEL, Cynthia M. Hiatt**

**LITIGATION:** report attached. New information in bold print

**LEGISLATION:** No Report at this time.

**REGULATIONS: No action at this time.**

**HEARING SCHEDULE: Discussed**

**DECISIONS: No discussion at this time.**

**The meeting adjourned at 10:10 a.m. The next regular meeting of the Commission is scheduled for Monday, January 24, 2004 at 9:00 am.**

**Respectfully Submitted,**

**Michael D. Évora  
Executive Director**

**Notes taken by: B. Ross**